

2. Internet

shah@mac.com

2.1 Connecting to the Internet



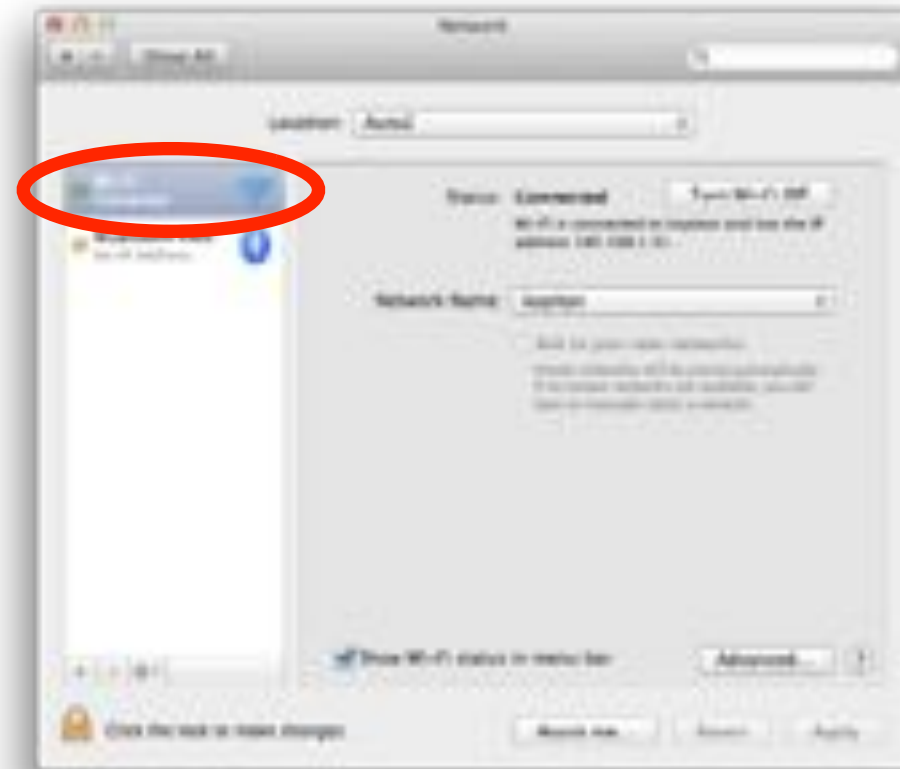
If you have an Ethernet cable, plug it into the Ethernet port of your Mac.



If you have a wireless connection, select and join the wireless network of your choice.



To see the status of your Ethernet connection, open System Preferences and click Network.

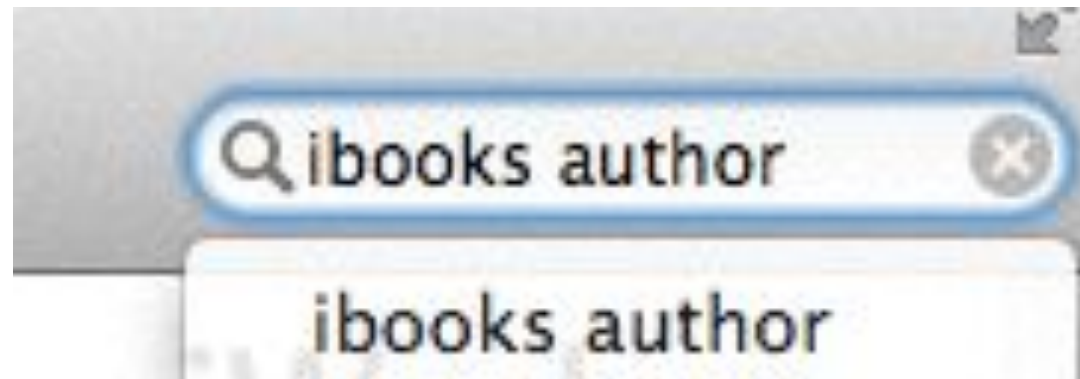


A green indicator light means your internet connection has been connected successfully.

2.2 Mac App Store



Choose App Store... from the Apple menu.



Type ibooks author into the search field, and press Return.



A list of results will be returned. The application we want is the iBooks Author application shown on the top left. Click on the Free link.



It will change to Install App. Click Install App.



If you see the following dialog box, this means you're not using the Administrator account of the Mac. You will need to obtain the username and password of the Administrator account, enter it into the fields provided and click Install Software.

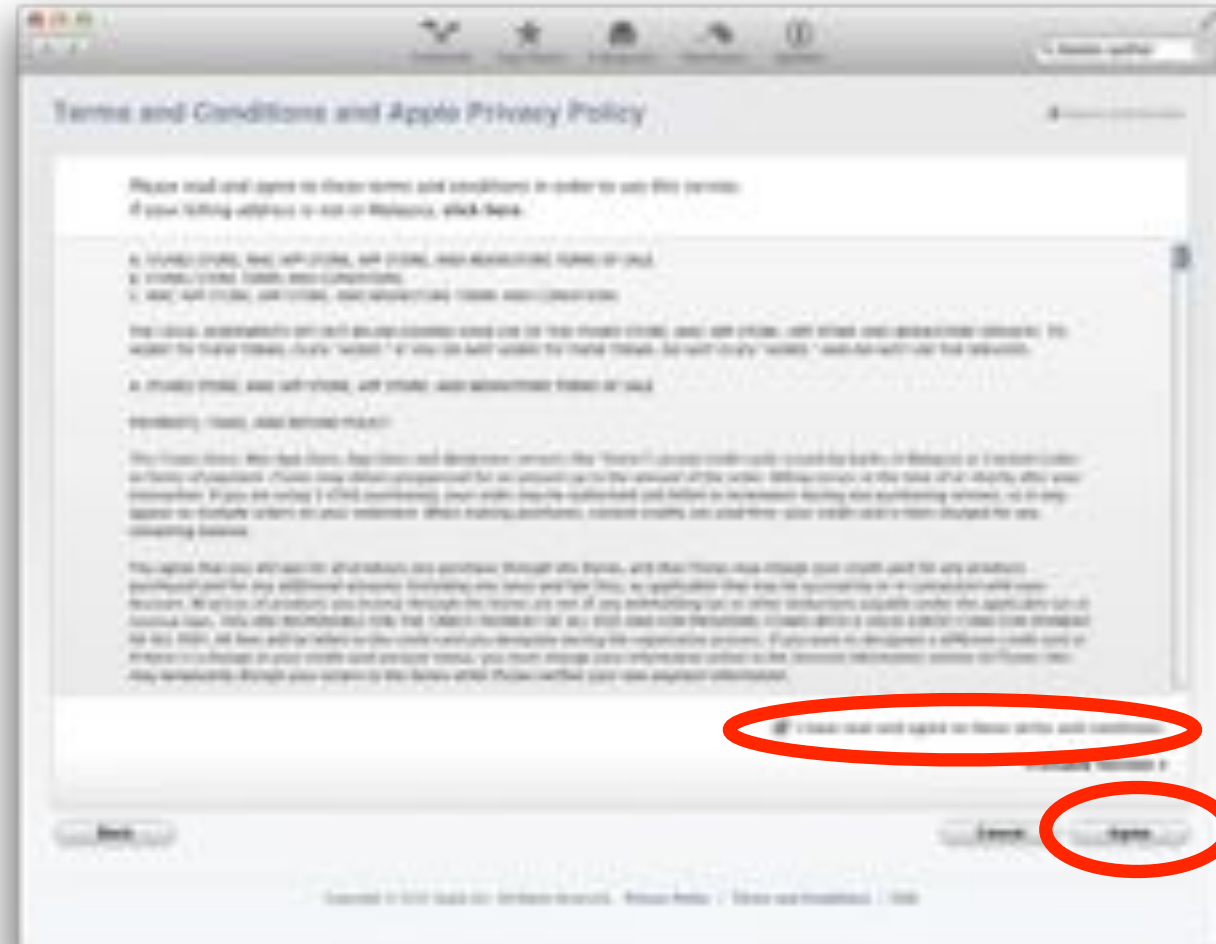


Mac App Store will prompt you to Sign in. Click on Create Apple ID if you don't have one already.

Note: You can use the same Apple ID that you use for iTunes if you have one.



Click Continue.



Tick I have read and agree to these terms and conditions. Click Agree.

Provide Apple ID Details

Email
[Email Address]

Password
[Password]

Verify Password
[Verify Password]

Enter a question and an answer to help us verify your identity if you forget your password.
This is a personal question:
[Question]

This is a personal answer:
[Answer]

Enter your date of birth:
[Month] [Day] [Year]

Would you like to receive the following via email?
☒ New releases and additions to the App Store and the iTunes Store.
☒ News, special offers, and information about latest products and services from Apple.

Back Cancel **Continue**

You can use your email account to create your Apple ID. Just fill in the required details and click Continue.



This is a screenshot of the Apple ID creation payment screen. At the top, there is a warning: "If you provide a payment method now, you will not be charged until you make a purchase. If you select None, you will be asked to provide a payment method when you make your first purchase. If the billing address of your payment information is not in the U.S., select None." Below this, the heading "Please select a payment method" is followed by four buttons: "None", "Credit Card", "Debit Card", and "Gift Card". The "None" button is selected. Underneath, a text prompt says "To redeem a code or gift certificate, enter it here:" followed by a text input field. The "Billing Address" section includes a dropdown for "Country or Region" (set to "United States"), a "Work/School" field, a "College" field, and a "City/Town/Village" field. Below these are fields for "Zip+4" and "Phone Number", and a "Country" dropdown (set to "United States"). At the bottom, there is a "Create Apple ID" button, which is circled in red, and a "Cancel" button to its left. A small disclaimer at the bottom of the form reads: "Apple uses industry standard encryption to protect the confidentiality of your payment information."

Here, make sure you choose the None option for payment method. You will only see this if you started by clicking on a free application. Enter your billing address and click Create Apple ID. You will receive a verification message in your email. Click on the link provided to verify your account, and your Apple ID will be activated.



If you see this dialog box again, type in your AppleID's username and password and click Sign In.

Search Results for "ibooks author"



iBooks Author

Productivity

★★★★★ 16 Ratings

INSTALL APP

Click Install App.



The app will begin downloading and installing itself into your computer.



Quit the App Store by choosing Quit App Store from the App Store menu.



If you move your cursor over the Launchpad icon, it will show you the progress of the install.

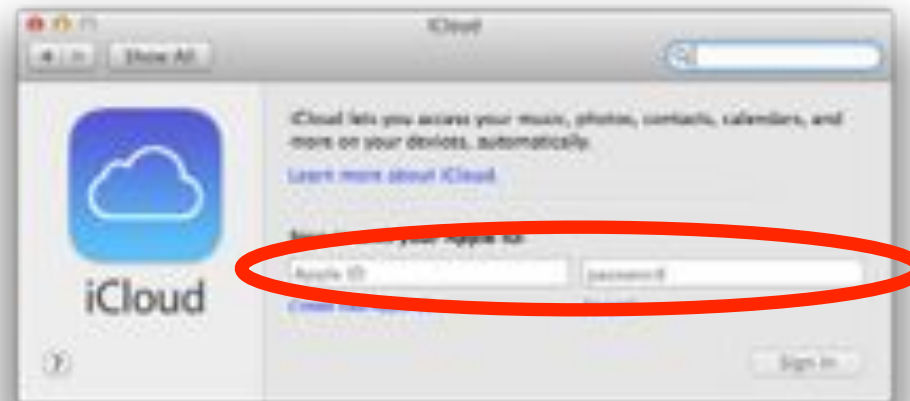
2.3 iCloud



To configure iCloud, go to System Preferences...



Click iCloud.



Click the iCloud system preference and enter the username and password of your Apple ID in the space given.



Click Sign In.



Tick Use iCloud for contacts, calendars, notes and Safari. You can leave the second box unchecked. Click Next.



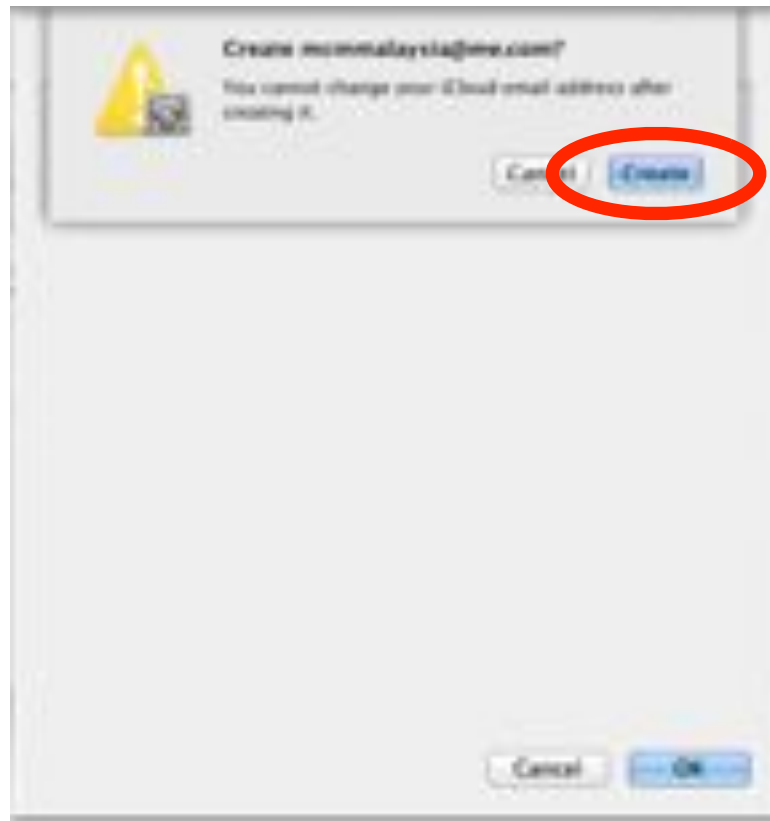
Note that your username appears under the iCloud logo and most of the services have been configured. We shall now configure Notes and Mail. Tick the Mail checkbox.

Choose an iCloud email address:

Email: @me.com

You cannot change your iCloud email address after creating it.

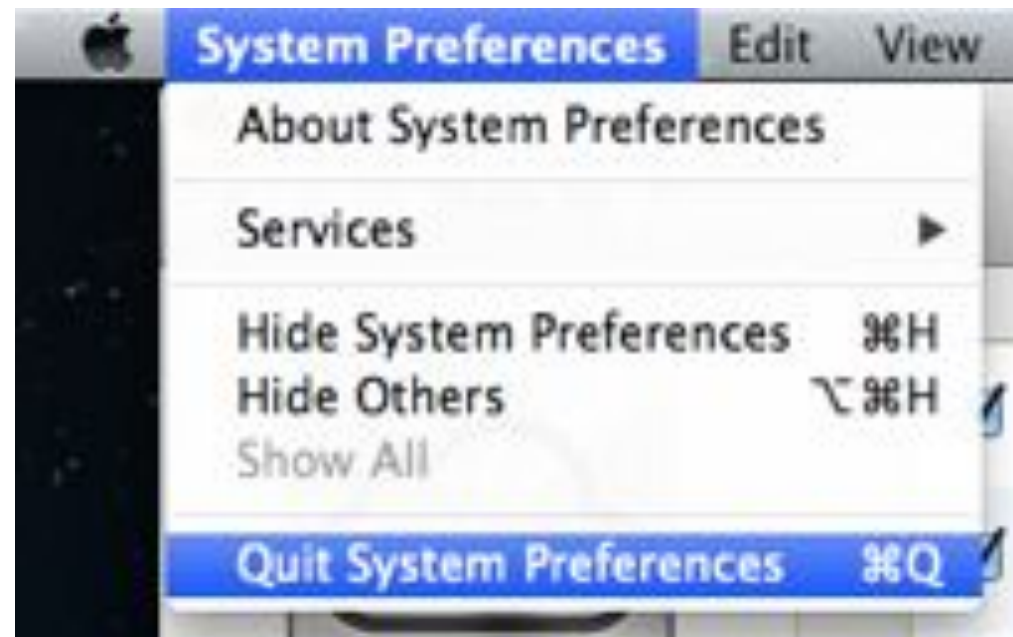
Enter your desired username to get a free @me.com email account. Click Ok.



Click Create.



Your @me.com email account has been created. Tick Notes as well.



Quit System Preferences when you're done.

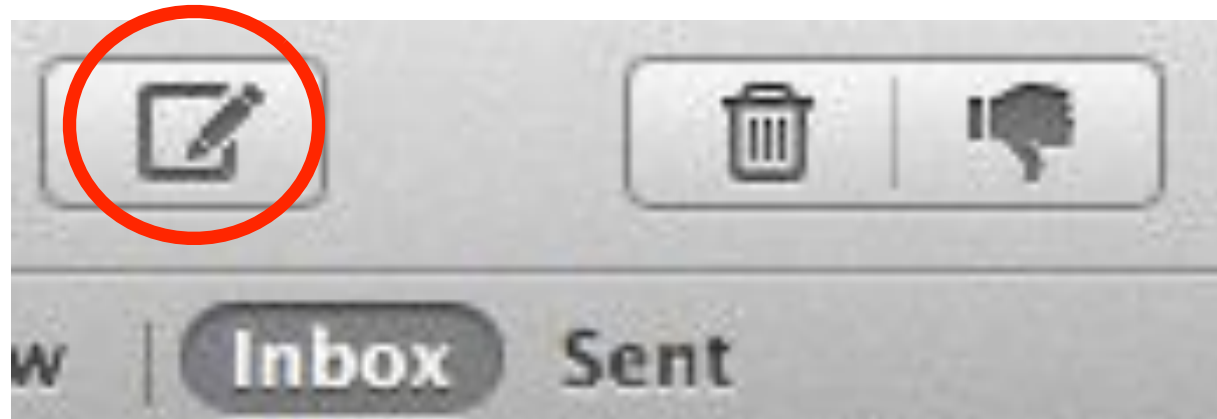
2.4 Mail



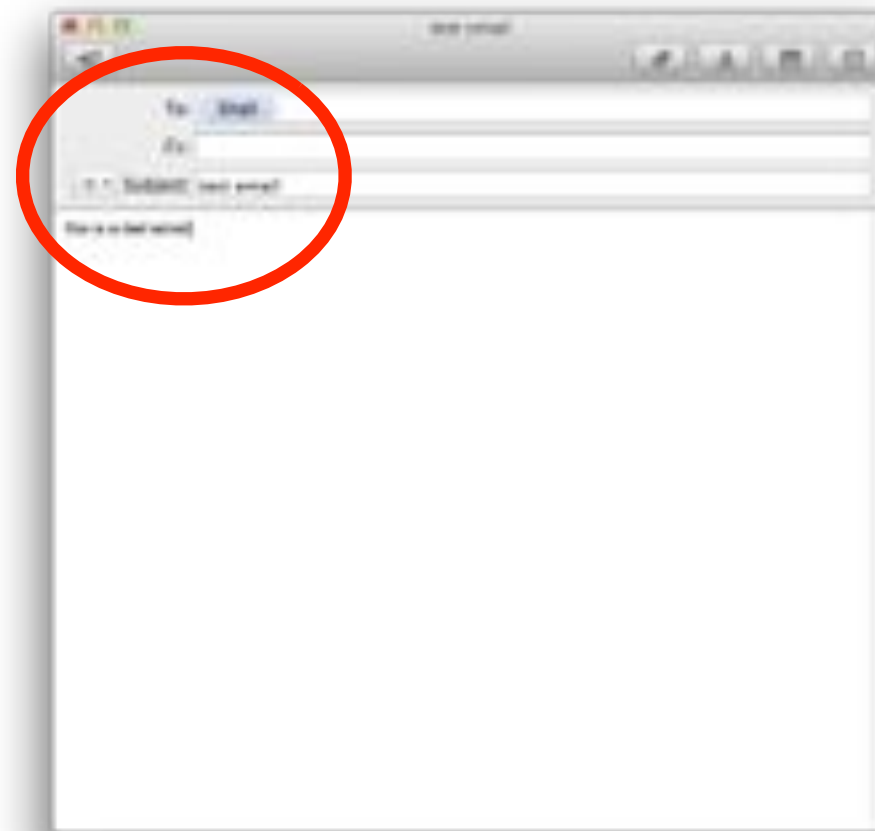
Click on the Mail icon in the Dock.



Mail will launch.



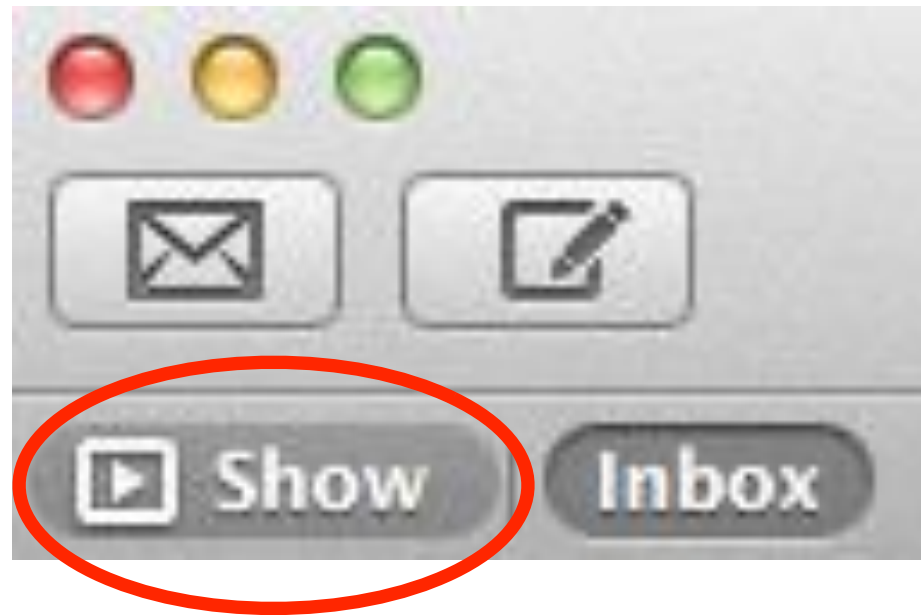
Click on the pencil icon to compose a new message.



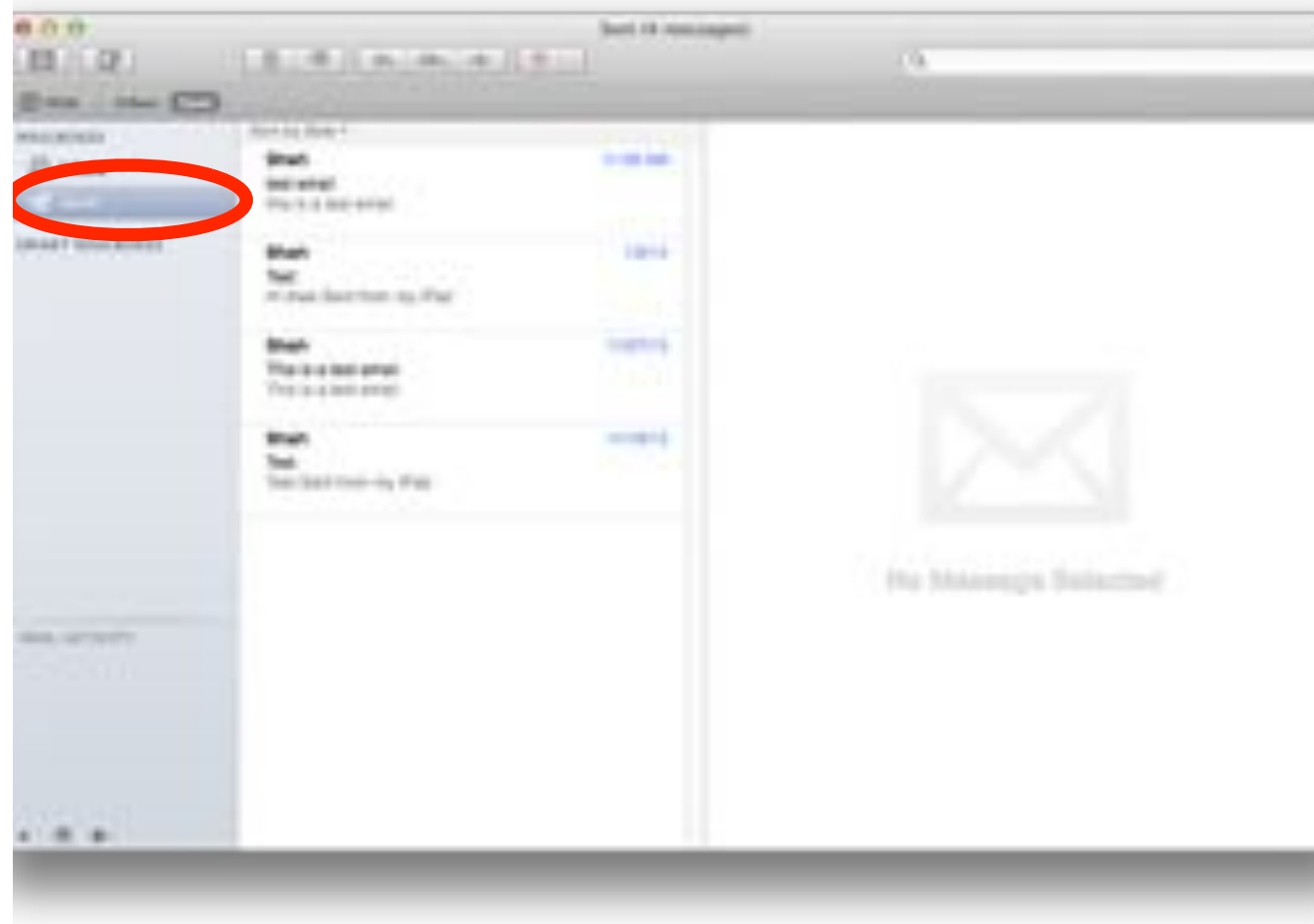
Type in the email address, subject and content of the test message.



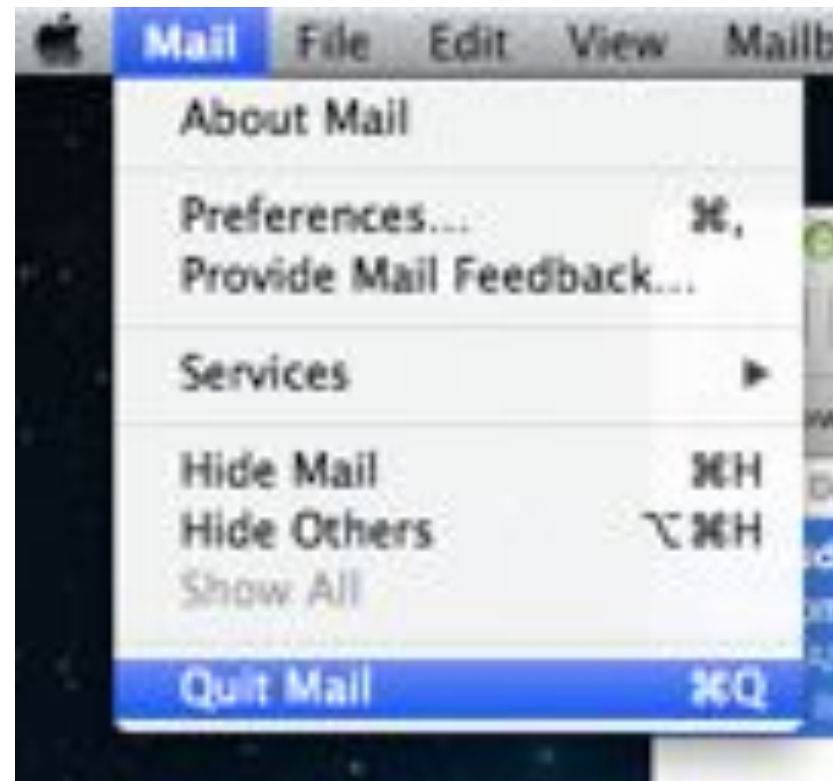
Click the Send icon to send your email.



Click the Show button to display all your mailboxes.



Click Sent to display the messages you have sent.



Quit Mail when done.

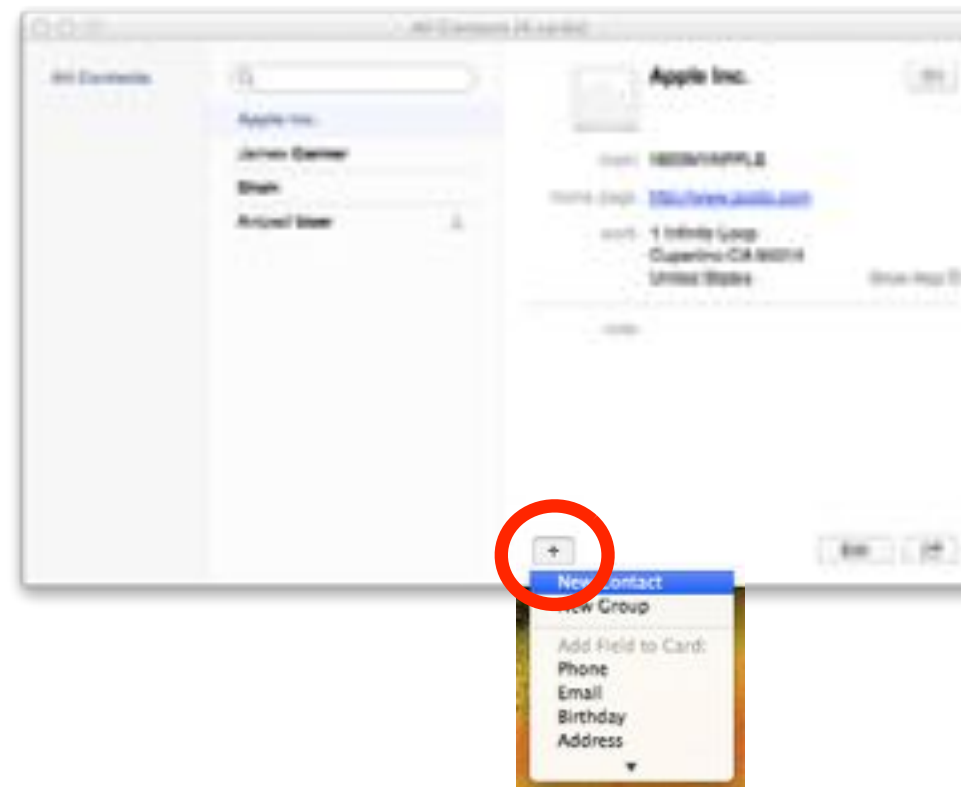
2.5 Contacts



Click the Contacts icon in the dock.



The Contacts application launches. Notice that there are already two cards in it. One shows Apple's information, the other automatically created when the user account was created.



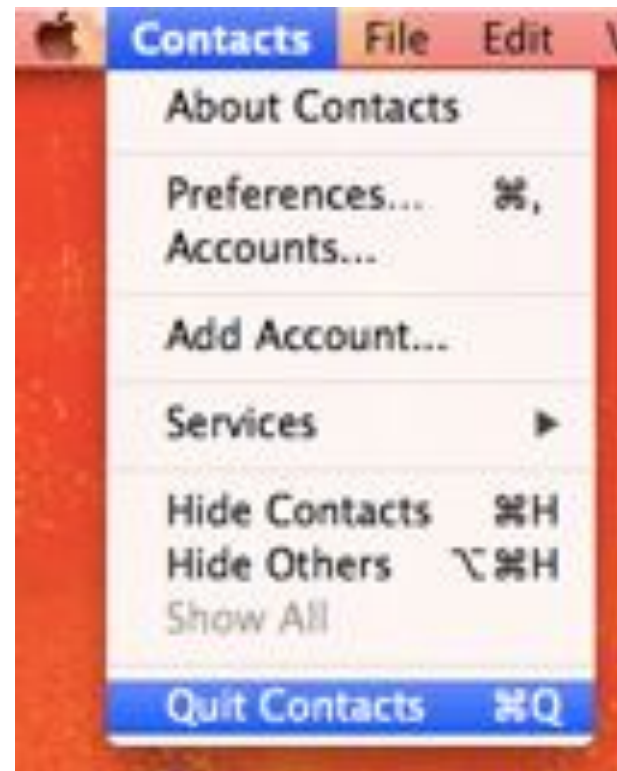
Click on the + button to add a new card.



Add another teacher's contact information as shown. Click Done.



The second teacher's information has been added.



Quit Contacts.

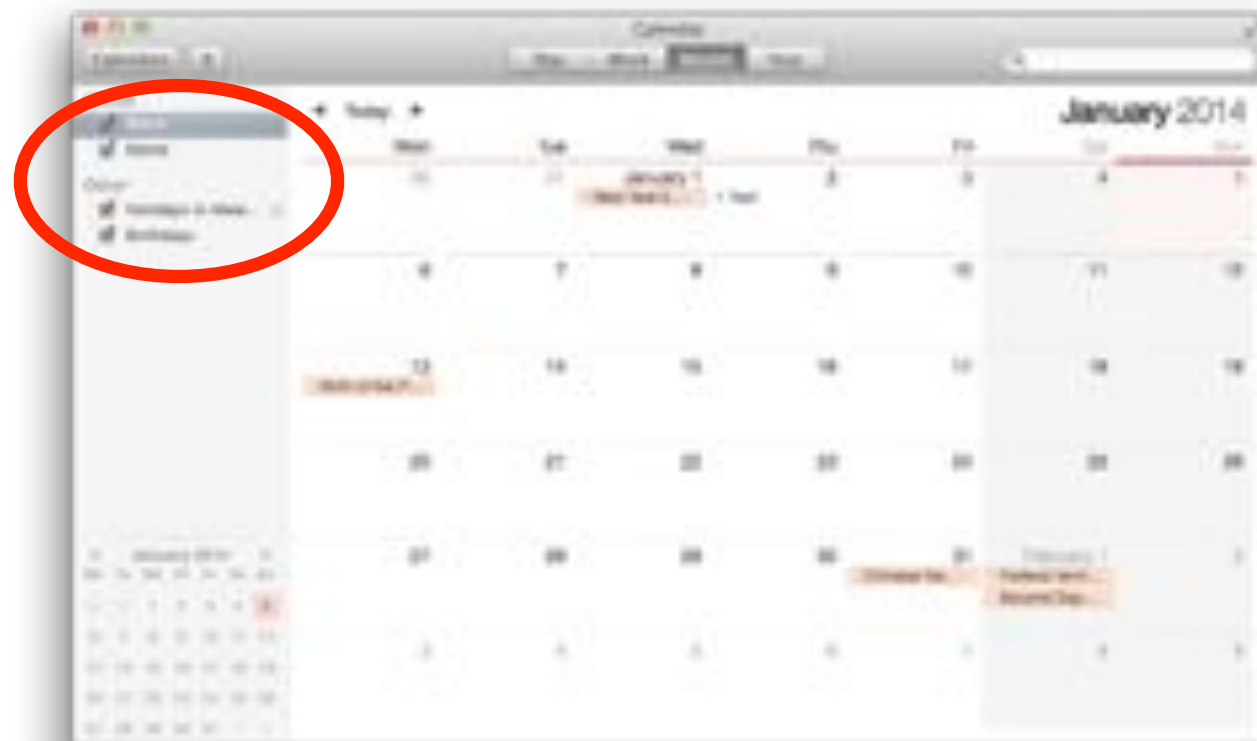
2.6 Calendar



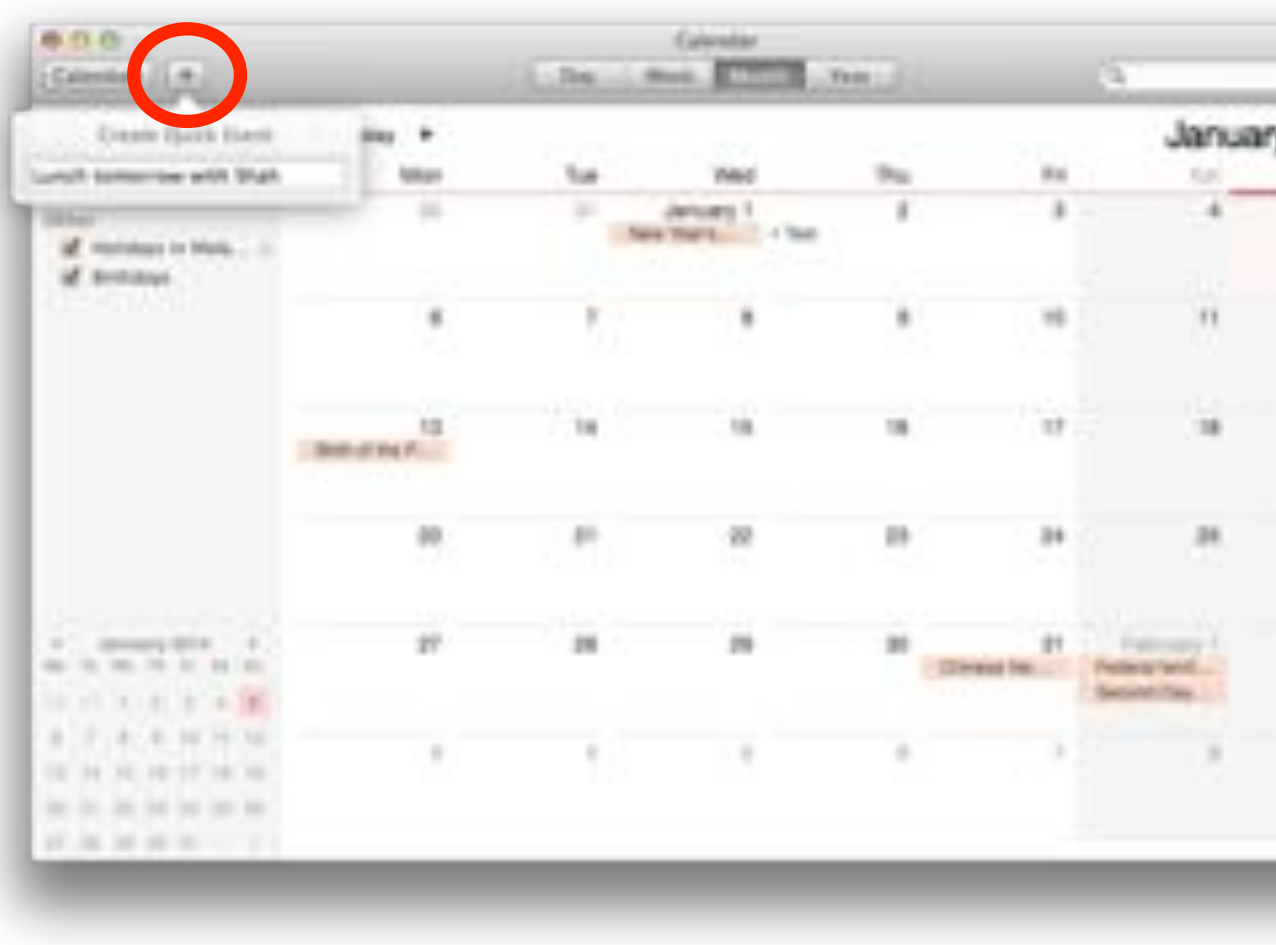
Click the Calendar icon in the Dock.



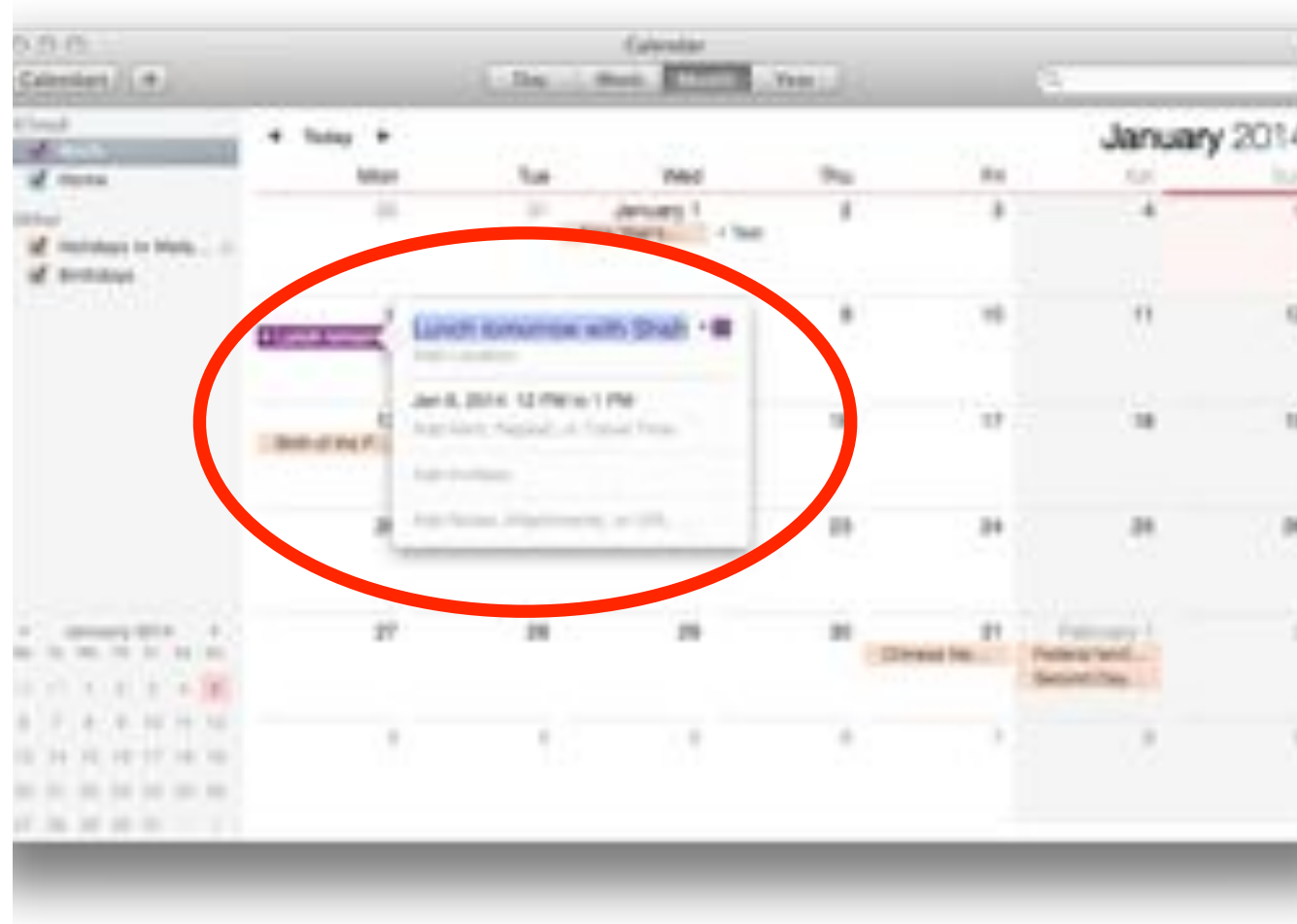
Calendar will launch. Click the Calendars button.



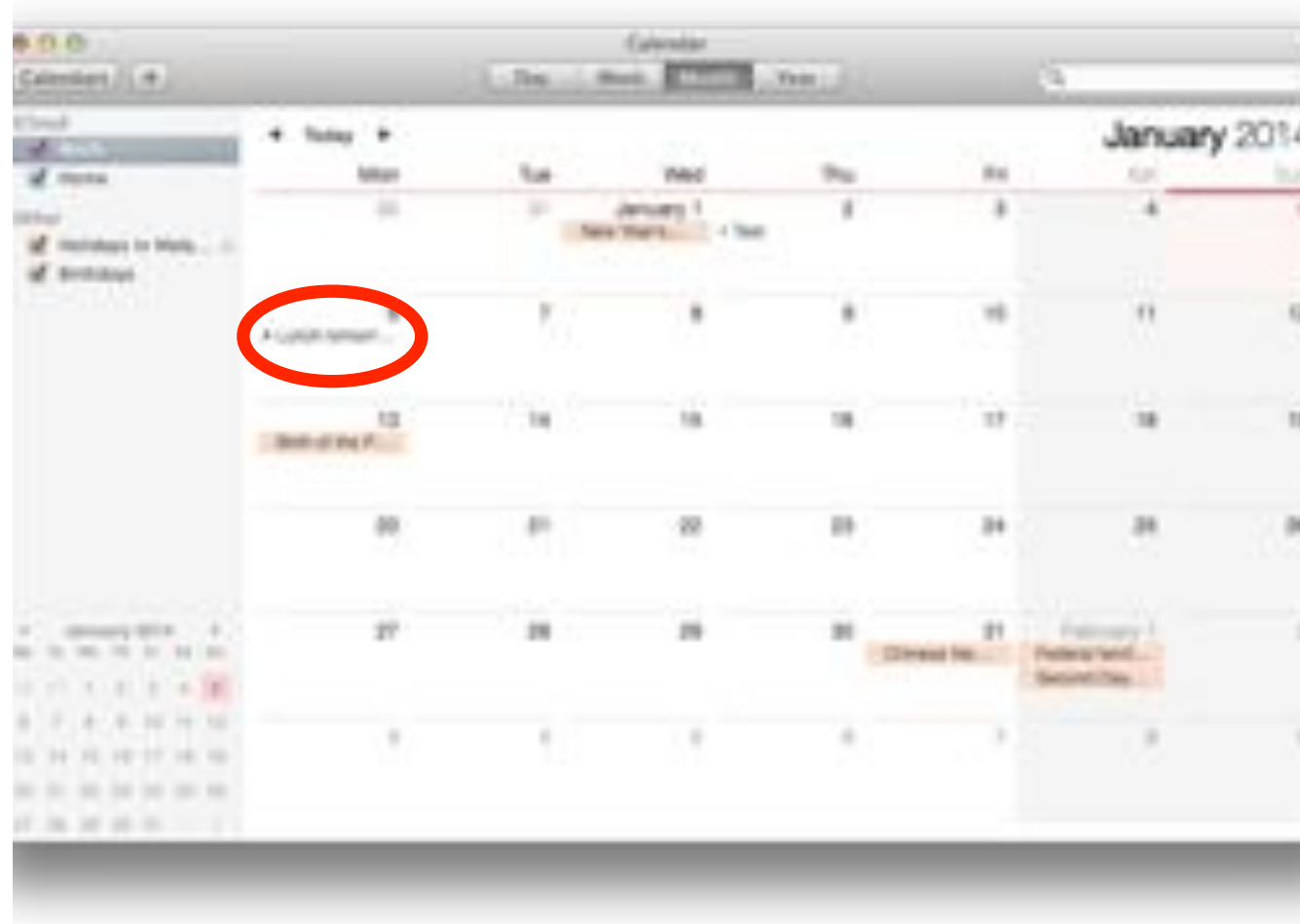
Your calendars are displayed in the sidebar.



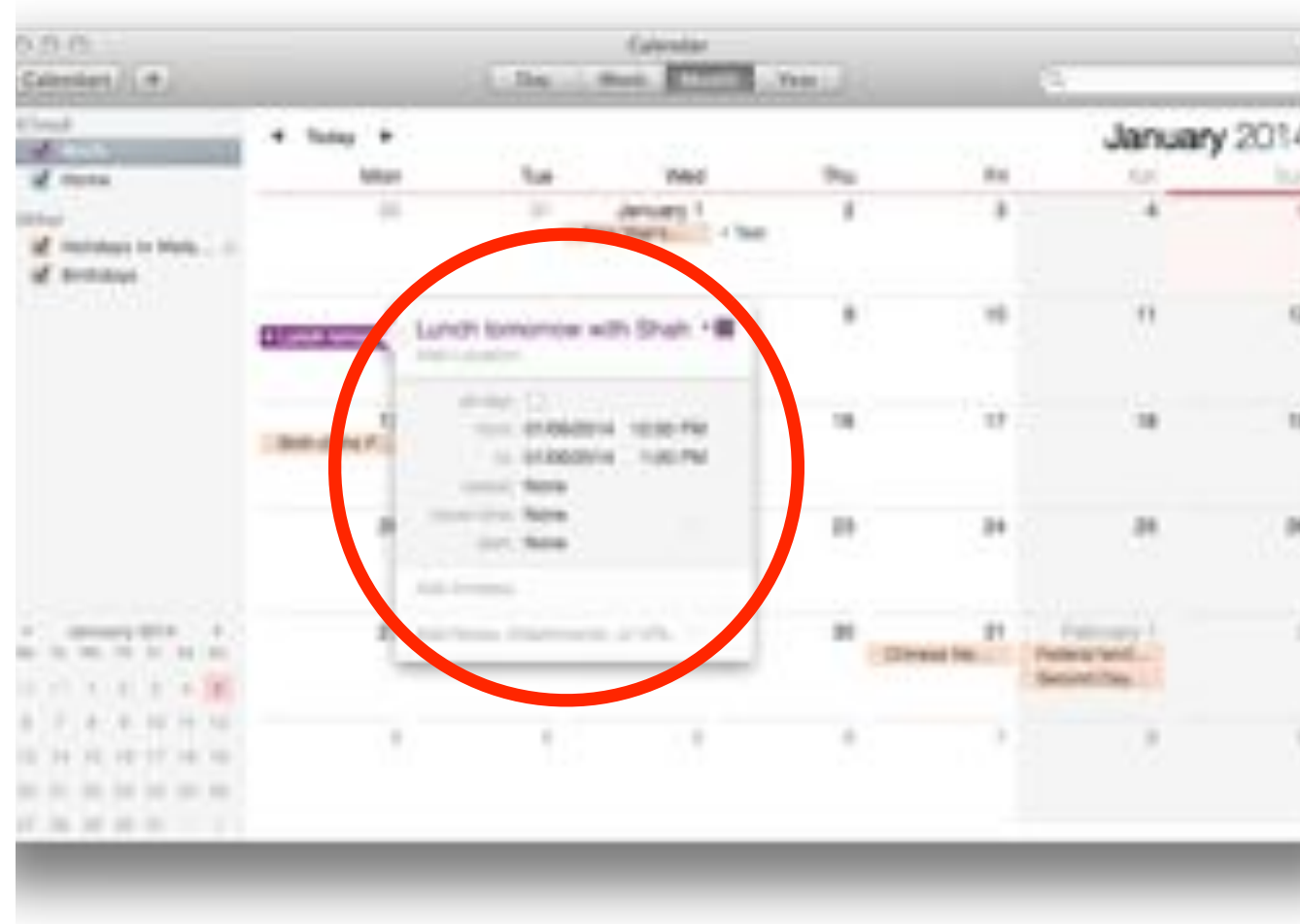
Click the + button and type "Lunch tomorrow with Shah". Press Return.



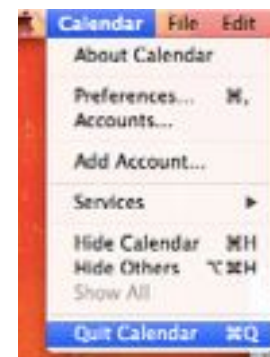
The new event is created. Notice the time has been set automatically.



To modify the event details, click on the event.



Modify the details as you see fit.

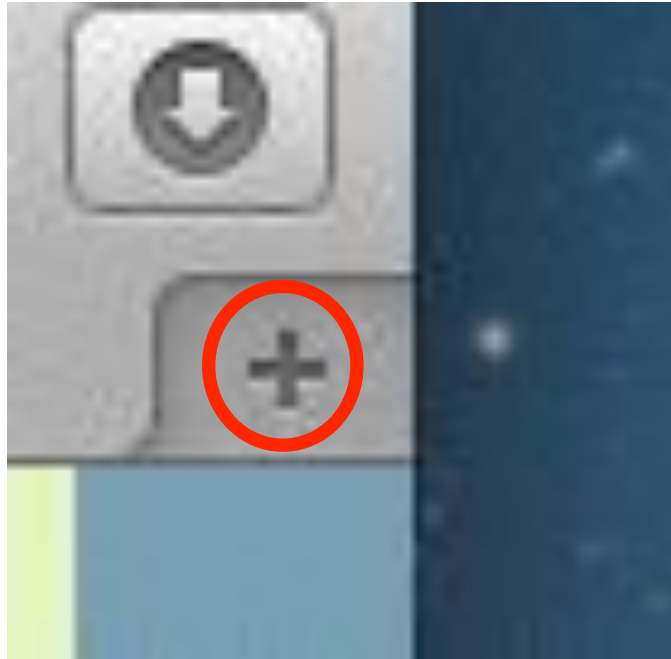


Quit Calendar.

2.7 Web



Click the Safari icon in the Dock.



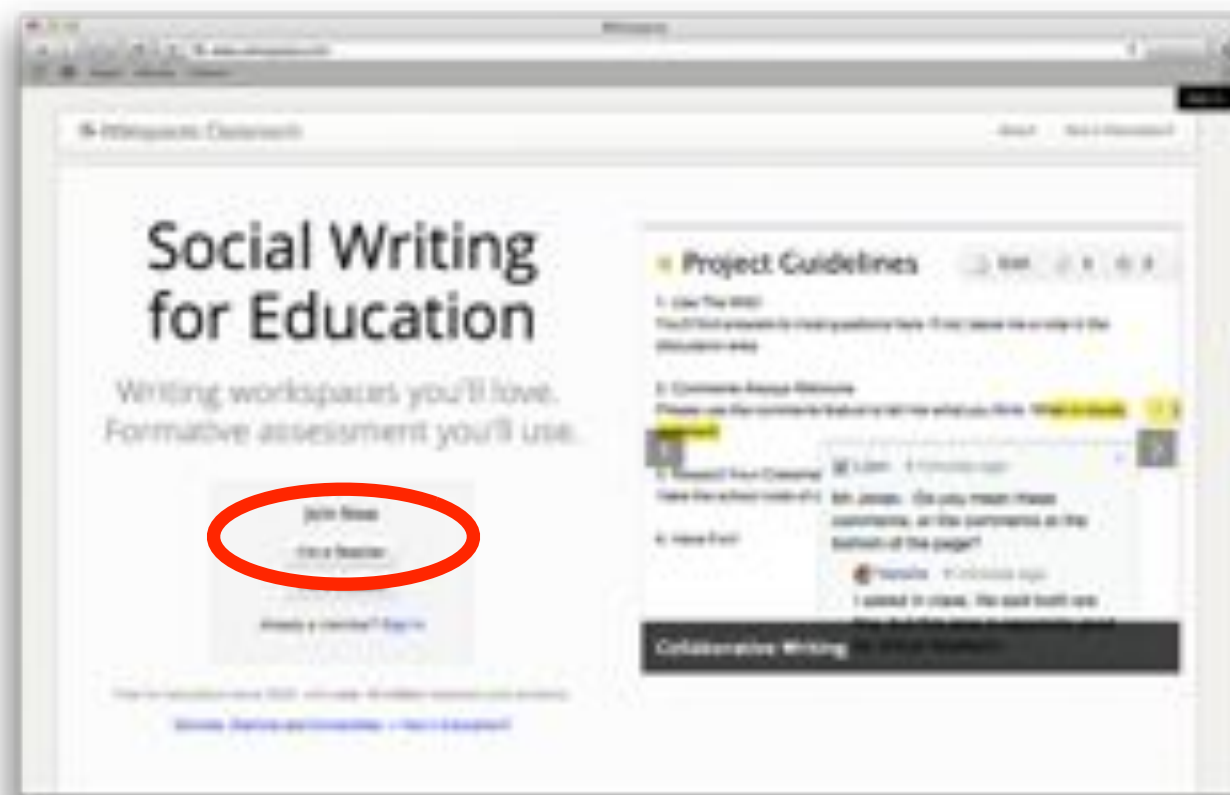
The Safari window should still be open. Click on the + button just under the Downloads button on the right side of the Safari window.



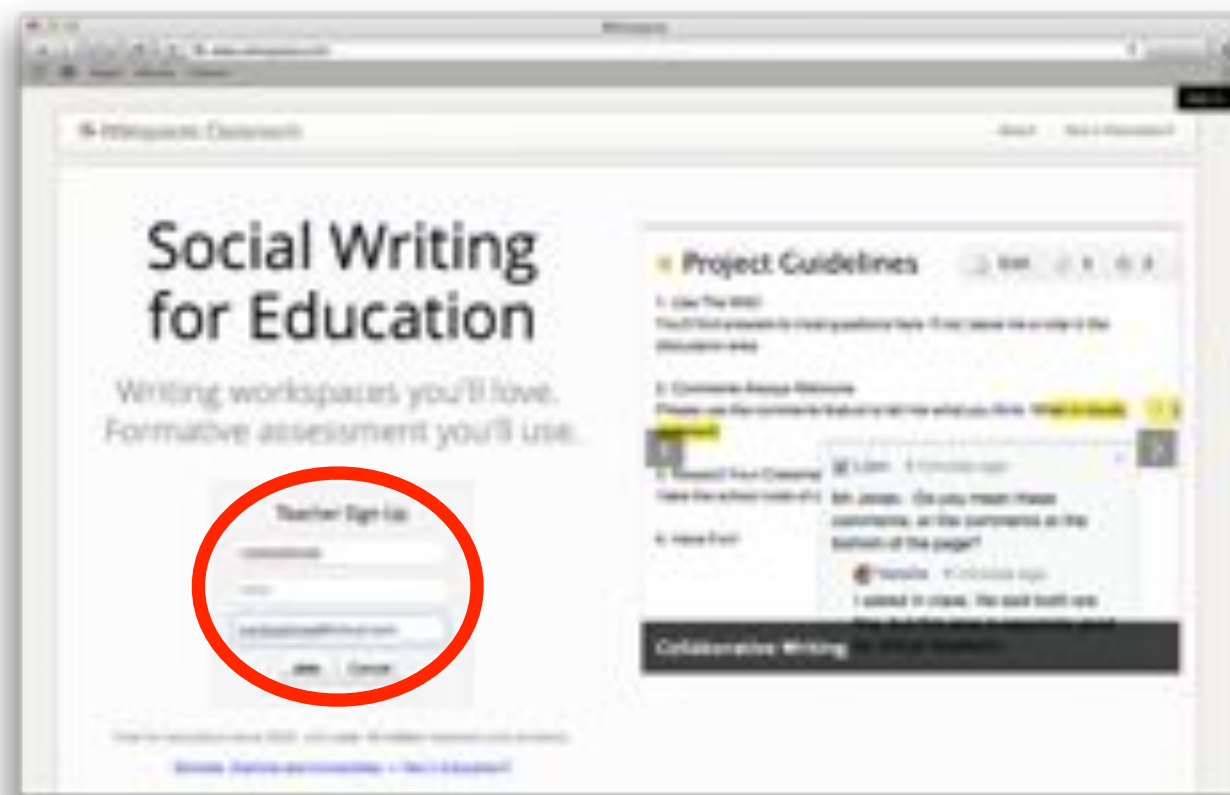
A new tab is created. This allows you to view the content of a second browser window without having to close the first browser window.



Type the Wikispaces URL in the URL field.



Wikispaces allows you to host web pages on the Internet. Click I'm a Teacher to create a free account.



Enter your details and click Join.



To view iCloud information in your web browser, go to <http://www.icloud.com>.



Sign in using your AppleID.



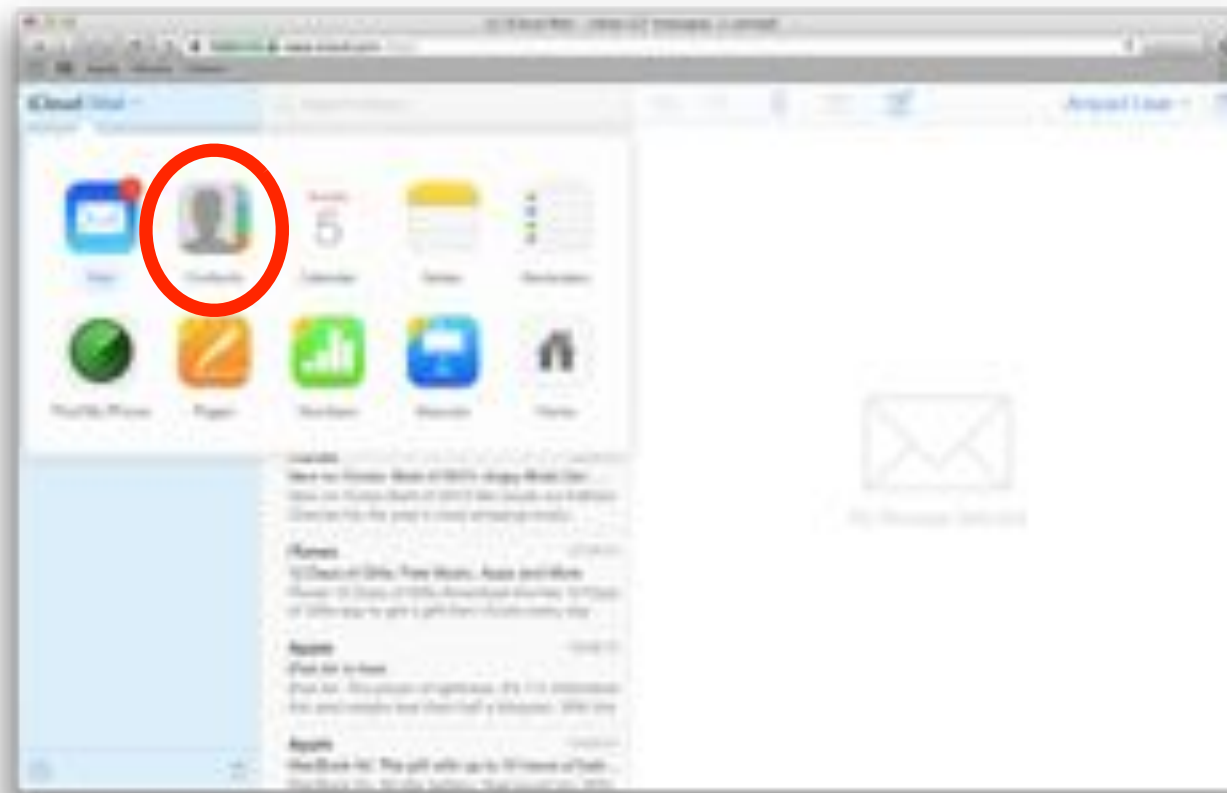
Click the Time Zone.



Change the Time Zone to Malaysia and click Done.



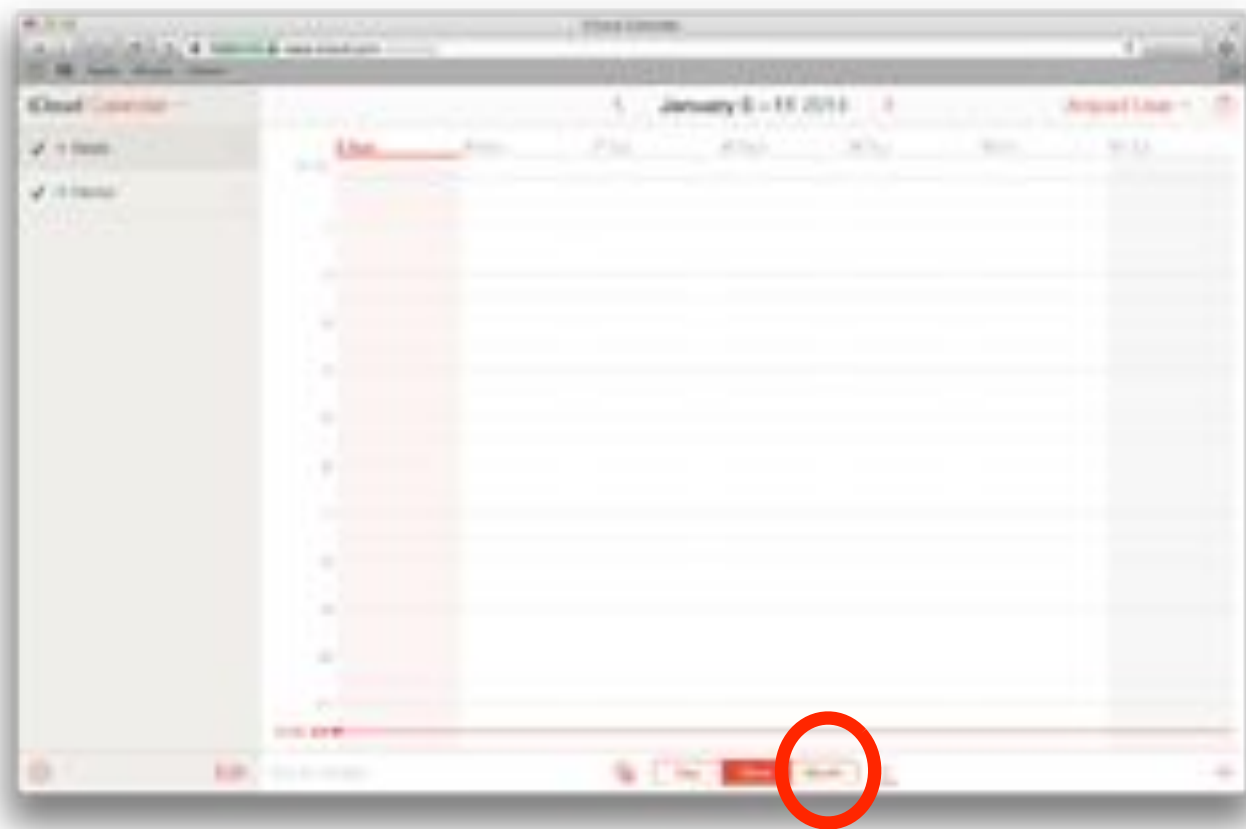
Click on Mail.



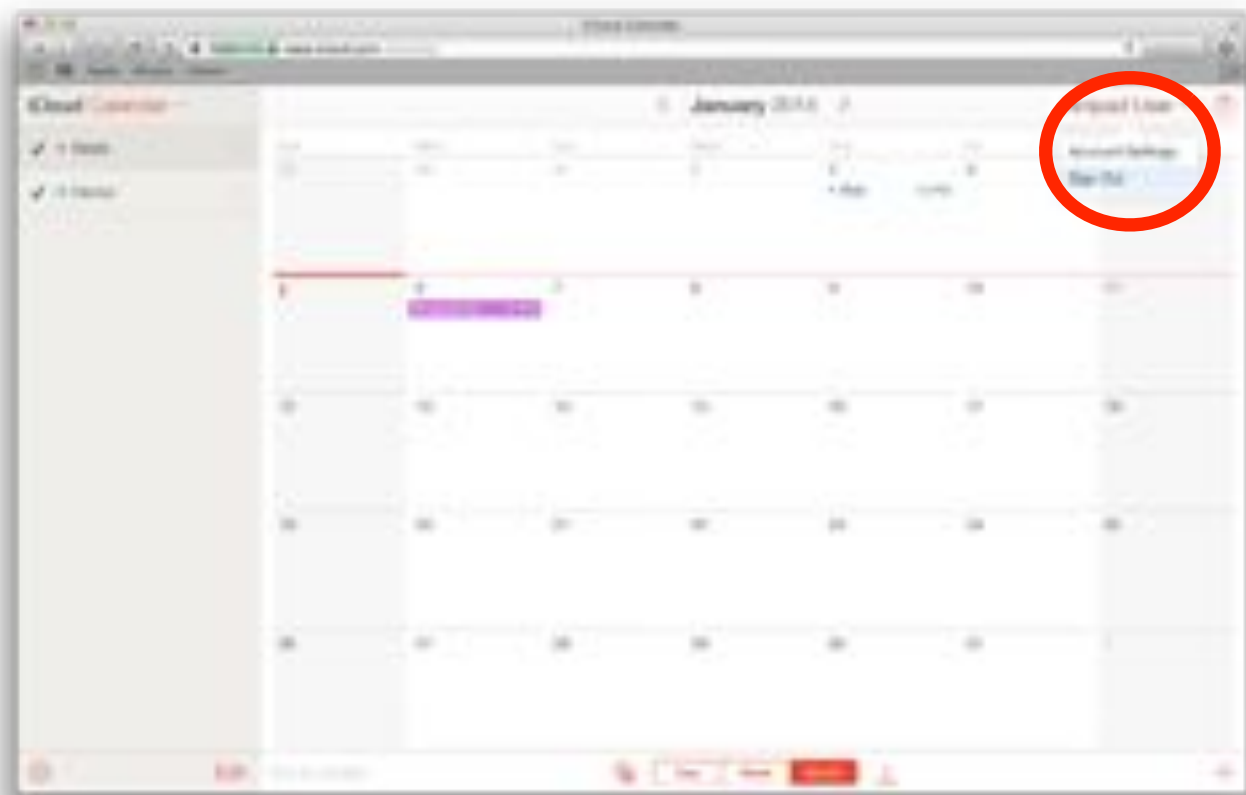
Notice that the same information in your Mail application appears in webmail version of iCloud. Click the iCloud button and choose Contacts.



Notice that the addresses you put into Contacts are now in iCloud. Click on the iCloud button and choose Calendar.



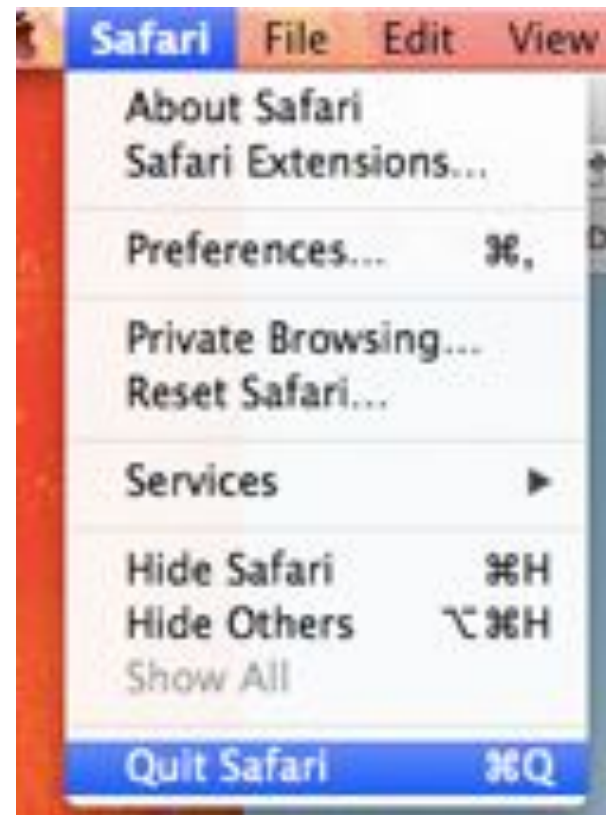
Notice the Calendar information is displayed. Click the Month button.



Notice the event you set earlier is displayed. Click on your name and choose Sign Out.



The login screen for iCloud is displayed once more. Note that this allows you to check your Mail, Contacts and Calendar from any web browser.



Quit Safari.

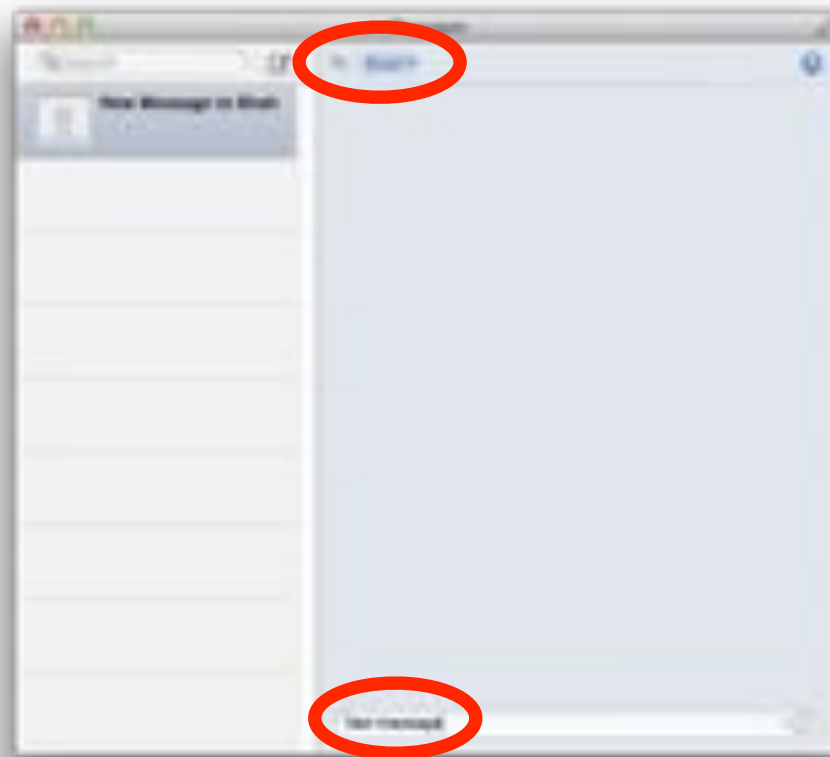
2.8 Messages



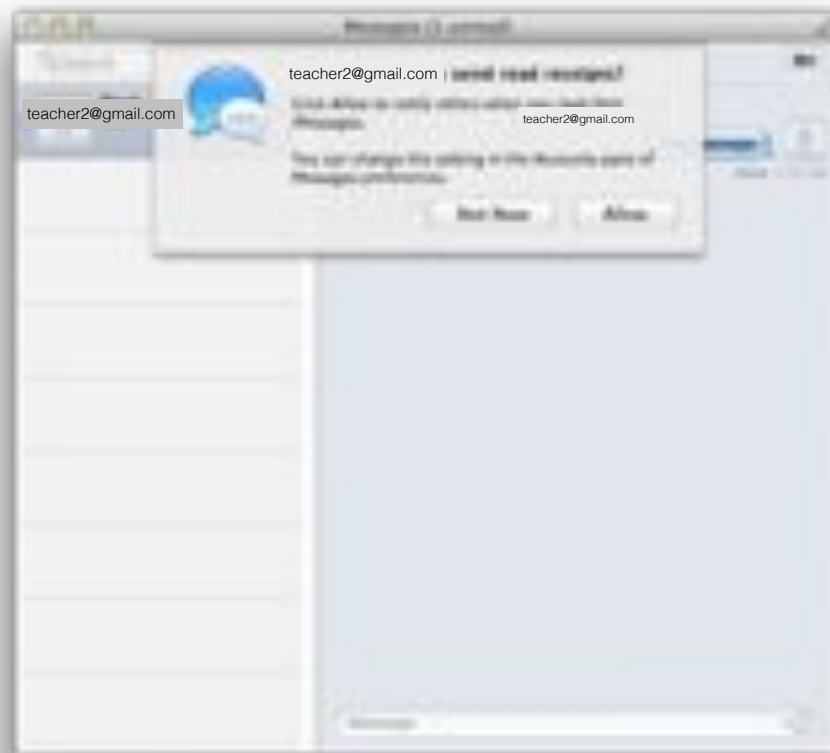
Click on the Messages icon in the Dock.



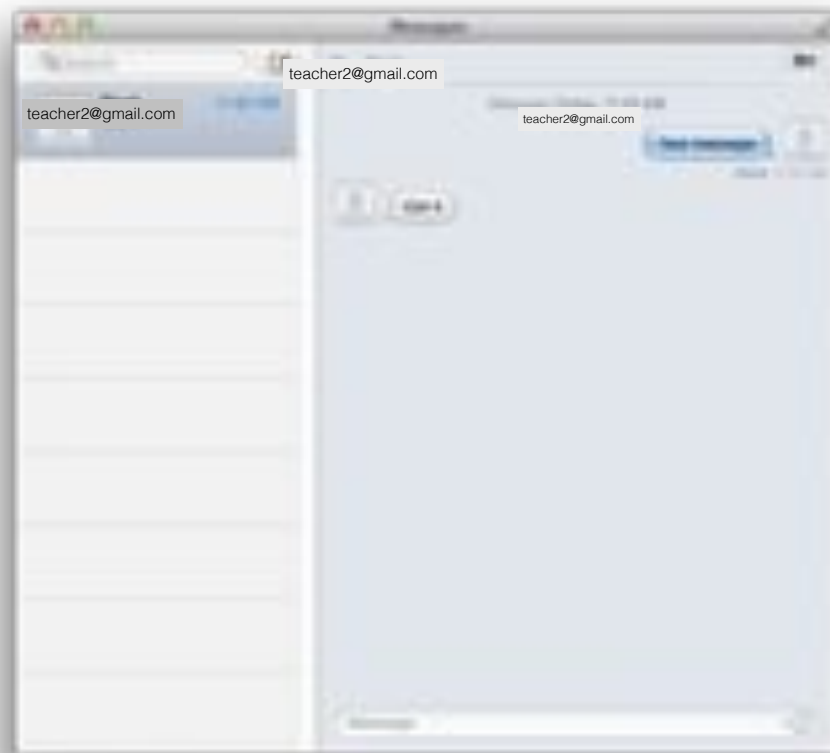
Enter your AppleID and password. Click Sign In.



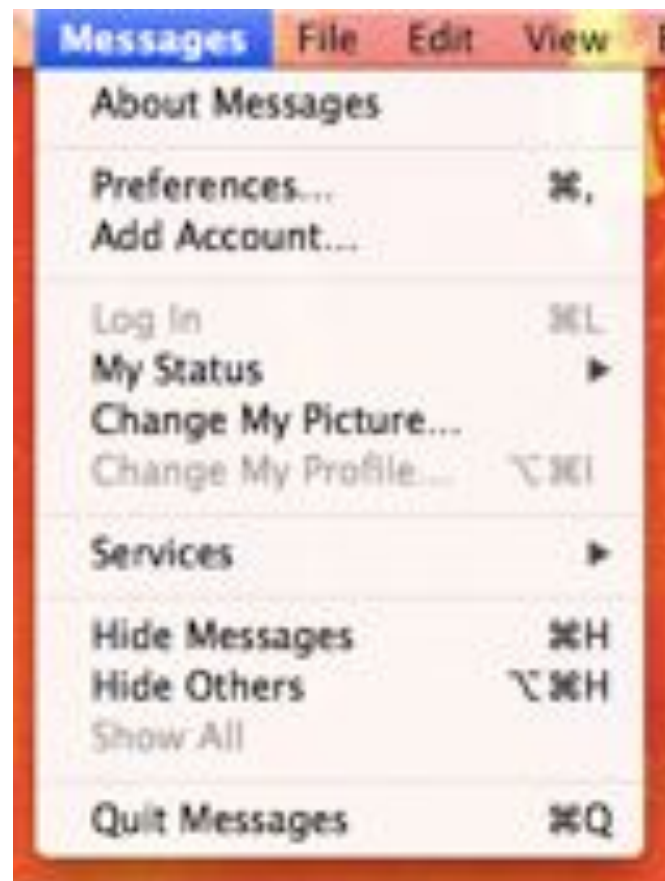
Type in another teacher's AppleID in the To: field and type a message in the message area below. Press return to send the message.



You can click Allow if you wish others to see when the messages they sent you have been read.



Here you can see the other teacher has replied.

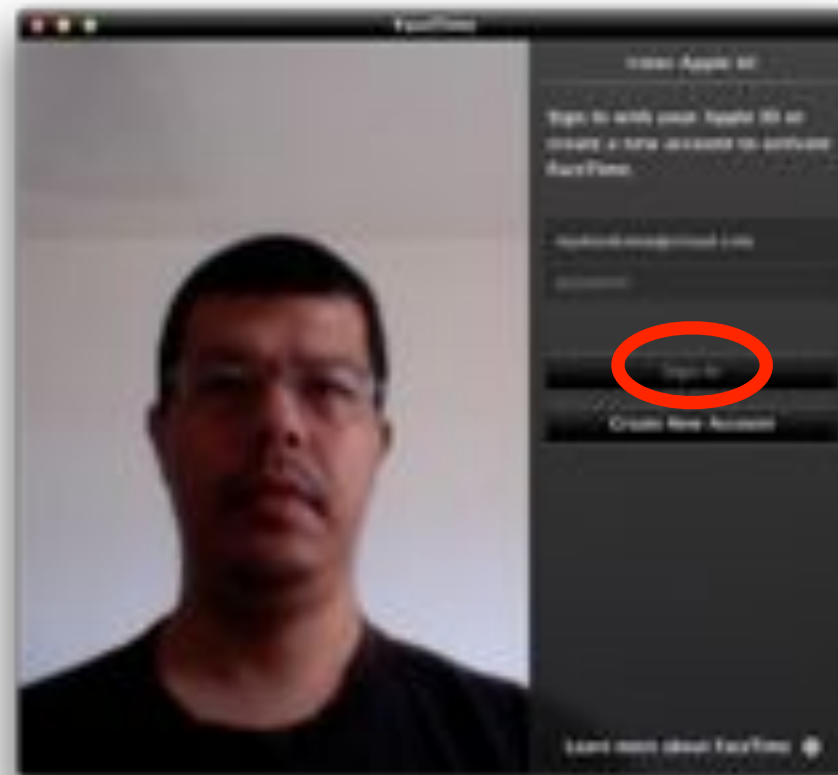


Quit Messages when done.

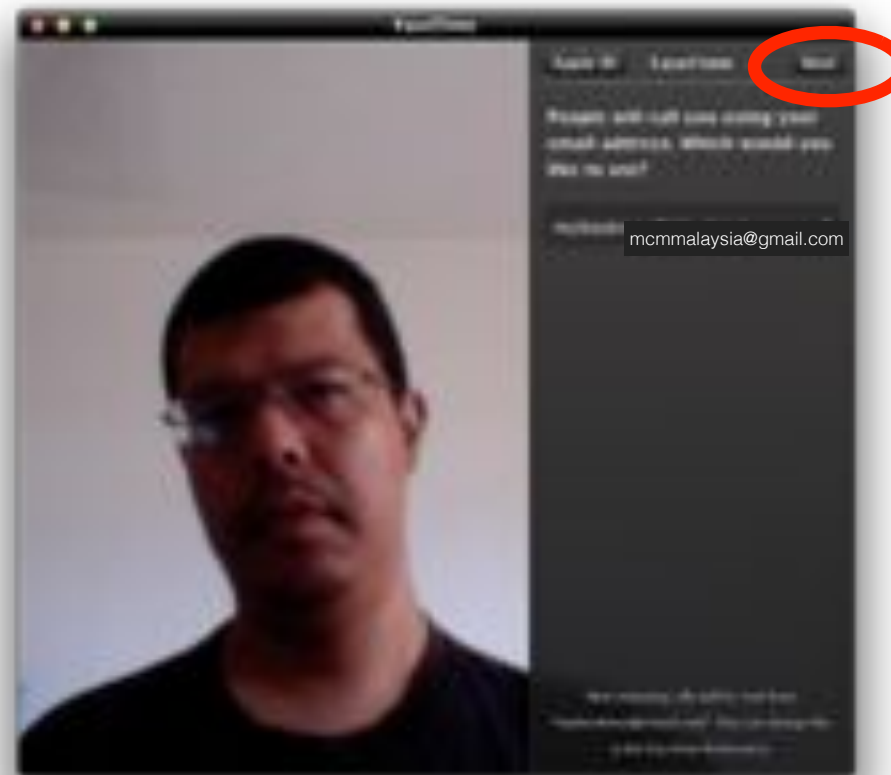
2.9 FaceTime



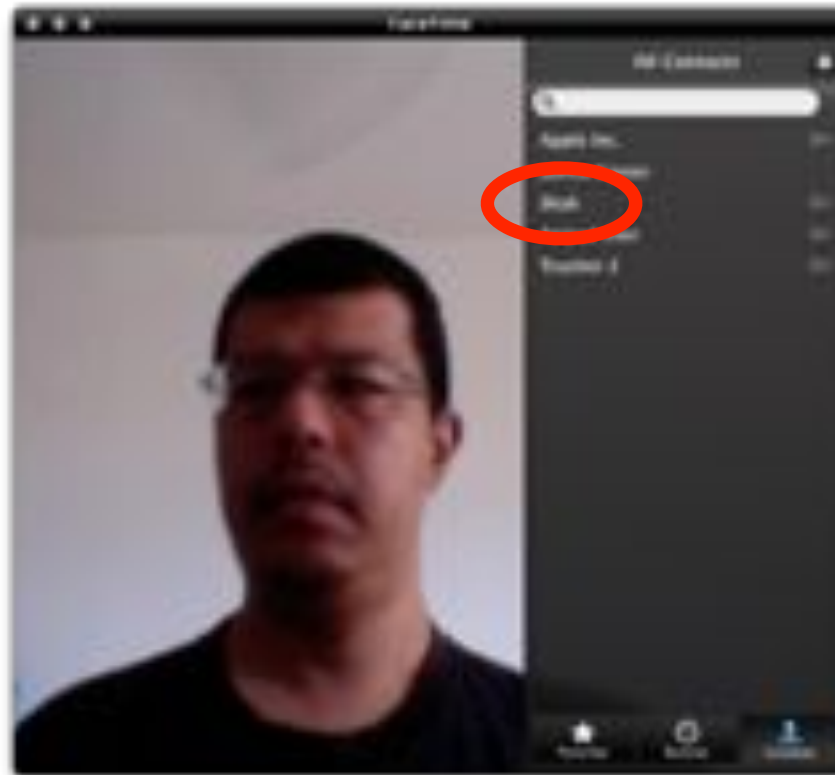
Click on the FaceTime icon in the dock.



Enter your AppleID and password and click Sign In.



Click Next.



To videoconference with another teacher, click on the teacher's name (Shah in this instance.)



Click on the AppleID to initiate the videoconference.



Wait until the other teacher answers.



Here you can see the videoconference session has started. Move your cursor over the FaceTime window and click the End button to end the call.



Quit FaceTime.